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November 4, 2005

MEMORANDUM

NSLP 2006-33
RCCI 2006-19

To: All NSLP Sponsors

From: Pat Cook and Katherine Stewart, RD, CPFM
Office of Child Nutrition and School Health
Nutrition Education Program Consultants

Subject: HACCP-based Standard Operating Procedures and Sick Worker Policy Requirements

The U. S. Department of Agriculture, Food and Nutrition Service, the U.S. Food and Drug Administration, and the National Food Service Management Institute have developed the resource, HACCP-based Standard Operating Procedures. The document includes:

- 20 HACCP-based standard operating procedures that identify Critical Control Points, monitoring procedures, corrective actions, suggested record keeping documents and verification procedures.
- Worksheets for developing a comprehensive written food safety plan.

These resources are available in Microsoft Word and Adobe formats at:

<http://sop.nfsmi.org/HACCPBasedSOPs/HACCPBasedSOPs.doc> (complete document)

And

<http://sop.nfsmi.org/HACCPBasedSOPs.php> (individual HACCP-based SOPs)

These formats must be reviewed for compliance with NAC 446, Food and Beverage Code in Nevada. Additionally, the Bureau of Health Protection Services (BHPS) now requires a "Sick Worker Policy" to be implemented within your SOPs to comply with:

- **NAC 446.211, Food handler required to report on health and diseases; presence of infected or ill food handler prohibited.** ([NRS 439.150](#), [439.200](#), [446.935](#), [446.940](#)). (BHPS is currently assessing demerits for lack of a policy in your SOPs.)